



<http://www.cookcountyil.gov/building-and-zoning>

RESIDENTIAL SPA PERMIT REQUIREMENTS

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are encouraged to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (pdf format). Once you receive your permit review number, please submit by mail the deposit fee (1/10th of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the Cook County Collector.

When the permit has been reviewed and completed, you will be notified of any deficiencies and the balance due. After payment has been received, your permit will be issued and mailed or emailed to you.

1. Completion of the attached Cook County Department of Public Health form is required.
2. **Manufacturer Drawings and Specifications:**
 - a. Digital drawings and specifications must be submitted to and approved by the Cook County Public Health Department after which, a digital set will be submitted to the Department of Building and Zoning.
 - b. A digital copy of manufacturer specifications for the spa should include the following:
 - Means of filtering the spa water.
 - Means of disinfecting the spa water.
 - Type of materials and finish for the spa shell.
 - c. For outdoor spas the **plot plan** must show the following:
 - Location of septic tank and seepage field (if applicable).
 - Location of house, garage, fence, gates and other structures.
 - Location of overhead and underground electric utility lines.
 - Location of proposed spa, including distances to the lot lines.
3. Submit all the above items to Cook County Public Health Department, 2121 Euclid Avenue, Suite 250, Rolling Meadows, IL 60008 (847) 818-2843 **before** applying with Cook County Building and Zoning.
4. After approval by the Cook County Public Health Department, a **permit application** and plans will be submitted to the Cook County Department of Building and Zoning for approval. The Electrical and Plumbing Department must also review and approve. **Complete the building permit application** in its entirety where applicable. Be sure to print your name, address, phone number and include the property index number in the lower left-hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.

Please read spa requirements below:

- Any spa 24 inches or more in depth must comply.
- Spa and equipment must be more than ten feet from a property line.
- Spa must have impervious surface.
- See above ground pool tips for requirements.
- Demonstrate compliance with IBC code section 3109, as applicable and any applicable sections of 2012 IECC.

RESIDENTIAL SPA PERMIT REQUIREMENTS [CONTINUED]

5. Electrical Requirements for Residential Spa:

- Submit letter of intent with scope of work from registered electrical contractor. Letter of intent must be signed by the supervising electrician.
- Entire spa installation must comply with 2014 Cook County Electrical Code (See Article 680: Swimming Pools, Fountains, and Similar Installations).
- All electrical equipment shall be tested and listed by a Nationally Recognized Testing Laboratory (for example: Underwriter's Laboratories).
- All conductors, devices, and equipment installed in conjunction with the spa shall be protected by a ground fault circuit interrupter.
- All metal parts associated with the spa or hot tub shall be bonded.
- The following equipment shall be grounded:
 - (a) All electrical equipment located within 5 feet of inside wall of spa or hot tub.
 - (b) All electrical equipment associated with the circulating system of the spa or hot tub.
- Submit plat of survey showing residence and spa or hot tub. Show dimension from Commonwealth Edison service line to spa. Specify if overhead or underground. Underground service lines must be at least 5 feet and overhead service lines must be at least 10 feet horizontally from inside edge of spa.
- Submit cut sheets of spa including electrical specifications.

For digital submission of application and supporting documents, please refer to our web site:

<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)

[Cook County Building Permit Application](#)

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